

Division Plan Alignment • 2010-15

The state's technology plan provides a framework for new division technology plans, suggesting potential courses of action for local strategies. Each focus area (identified by the descriptors in each ring) is a factor that encourages effective technology use. The four key educational components that cross through the focus areas are where technology affects the educational process. The "Goals, Objectives, Strategies, and Evaluation Strategies" move the education system toward more efficacious technology use to support the end goals of teaching and learning.

Each division plan should clearly illustrate the **process** that was followed in developing the plan and the particular **actions** the division intends to take regarding educational technology (e.g., goals, objectives, strategies). The statewide framework serves as a guideline for how division technology planning committees should examine educational technology and develop their plans. It can help them organize their research and the factors that should be considered, including *prompts* for specific facets. The framework demonstrates how all the various focus areas interrelate with one another and with the school system as a whole.

Each division plan must include the following:

- I. Cover Page (identify division, effective dates of plan, URL)
- II. Table of Contents
- III. Executive Summary
- IV. Process
 - A. Summary of connections to the division's mission, vision, etc.
 - B. Summary of work of the planning committee and its benchmarks
 - C. Summary of the evaluation process and planned update cycle
 - D. Conclusions from Needs Assessment
- V. Actions (goals, objectives, strategies, and evaluation strategies)
 - A. State goals and objectives with local strategies and measures
 - B. Any additional local goals, objectives, strategies, and measures tied to division mission, vision, etc.
- VI. Appendix 1: Timetable and Budget for goals, objectives, strategies, and measures (at a minimum, Appendix 1 must be updated after three years, even if the plan covers six years)
- VII. Appendix 2: Division AUP (with most recent date it was amended): As required by law, it must include all elements.
- VIII. Appendix 3: Summary of Internet safety program for 2008-10 (including process for adjusting program based on evaluation)

Alignment Checklist

Each division must complete and submit this checklist with its plan for the Virginia Department of Education to review.

Planning Process

1. Planning committee group includes all stakeholders (including parents and other elements of community).

Evidence: List of planners includes wide variety of stakeholders and/or other ways of receiving input.

Note page numbers:

2. Planning committee collaborates regularly.

Evidence: Dates of planning meetings (face-to-face or electronic) and benchmarks are included in the plan or posted on division Web site.

Note page numbers or URL:

3. Division's mission and vision—and its comprehensive plan's goals and objectives—have been reviewed to inform priorities in relation to its technology plan's goals, objectives, and strategies.

Evidence: Introduction to plan references specific divisionwide priorities.

Note page numbers:

4. Needs assessment has been conducted.

Evidence: The plan includes a summary of the needs assessment findings (no need to include the complete findings). The needs assessment must be done before or during the planning process and within the last year. The needs assessment must include staffing, infrastructure, training (including pedagogical approaches), and tools. Resources (i.e., budget, partnerships, and other supporting mechanisms) should be identified to help realistically frame the plan's goals, objectives, and strategies.

Note page numbers:

5. Evaluation is planned as a yearly process.

Evidence: The evaluation must also include a process by which results of the evaluation are incorporated into the plan over time.

Note page numbers:

Actions

1. State goals and objectives are included as part of the division plan; planning committee develops local strategies.

Evidence: List of goals and objectives, along with strategies and measures, meets this requirement.

Note page numbers:

2. Division may include other goals and objectives as determined by planning committee, but these must be tied to divisionwide priorities.

Evidence: List of goals and objectives, along with strategies and measures, meets this option.

Note page numbers (or N/A):

3. Plan includes a reasonable timetable for implementation as well as a reasonable budget.

Evidence: Timetable and budget are included.

Note page numbers:

4. Plan is available on the division's Web site.

Evidence: URL is provided on cover sheet of plan.

5. The evaluation of the plan looks at both the "big picture" and at the specifics. The end goal is not to use more technology but to use technology more effectively to meet educational goals.

Evidence: The evaluation of the effectiveness of the plan focuses on this question: "Did we help meet statewide and divisionwide priorities as stated in our plan?" Each strategy should have at least one defined measure as well.

Note page numbers: